

Washington County
Class Description & Specifications

Class Title:	Receptionist/Clerk	Index Code:
Division:	Technical/Clerical	Effective Date: 1/1/07
Department:	Attorney	Last Revised: 7/11/08
Career Service:	Yes	FLSA Status: Non-Exempt

GENERAL PURPOSE

Receptionist position is the first point of contact for the County Attorney's Office. This person must possess public-relations skills and enjoy working with the public. Other duties will be clerical in nature and include document preparation, filing and receipting of funds collected as restitution and from other sources.

SUPERVISION RECEIVED

Works under the supervision of the County Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Greets persons as they enter the County Attorney's Office; answers questions and provides information as appropriate.

Must enjoy working with people and possess public-relations skills to assist the public in the interaction with the County Attorney's Office.

Answers and directs incoming telephone calls.

Interacts with, and collects information and documents from, other agencies including the Courts, law enforcement and the public.

Collects funds in restitution and from other sources, appropriately receipts and accounts for those funds, and directs them to the proper accounts.

Creates and maintains files and documents in an orderly and organized fashion. Directs documents to the appropriate persons within the department.

Completes data entry assignments including entering data on defendants into office computer applications.

Helps locate, collect and organize files for court calendars.

Completes general office duties such as replenishing paper supplies in copiers, fax machines, etc.; shredding sensitive documents; and other clerical tasks.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. A. Graduation from high school or equivalent;

AND

- B. Sufficient experience to demonstrate an aptitude or ability to perform above and related duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities.

Ability to communicate effectively with the public, either in person or by telephone. Ability to exercise initiative, independent judgment, communicates effectively both verbally and in writing; makes simple mathematical computations. Ability to establish and maintain effective working relationships with other employees. Ability to organize and effectively manage a large volume of files and documents.

Computer skills are essential (Excel, Word, Internet Explorer) as well as an ability to learn new computer programs.

Knowledge of modern office practices and procedures, grammar, spelling and punctuation. Typing speed of at least 30 wpm.

3. Special Qualifications:

Must submit to and pass a criminal background investigation;
Must be bondable as the position requires;
Must be able to lift moderately heavy items (30-50 lbs).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.